
Conversion Charts

These conversion charts were designed to assist departments when converting effort in the form of a percentage to calendar/person months or converting calendar/person months to an effort percentage, based on the term of appointment. These charts can be especially useful during the proposal process to determine effort commitments and when creating a Payroll Costing Allocation to charge a sponsored project and/or to account for cost sharing.

Please choose from the [twelve](#) or [nine](#) month appointment charts as appropriate.

NOTES:

1. If an individual has a part-time appointment, the person months must be adjusted accordingly.

Example:

100% effort x 50% of a 12 month appointment = 6 person months

50% effort x 50% of a 12 month appointment = 3 person months

50% effort x 50% of a 9 month appointment = 2.25 person months

% Effort x % of appointment (or term of the appointment) = person months

2. When preparing a proposal, the effort percentage/person month calculation must be made based on the term of the appointment. Preparing the Payroll Costing Allocation however, is based on how the faculty member is actually paid. This is important in particular for faculty with 9 month academic year appointments. Even though the faculty member has an institutional base salary for their 9 month academic year appointment, in general, it is paid over 12 months.

Example:

A faculty member with a 9 month academic year appointment has an institutional base salary of \$180,000 which is paid over twelve months. She has permission to devote 10% effort in the form of cost sharing to a sponsored project during the academic year.

How is the effort indicated in the proposal?

The proposal should indicate .9 person months ($9 \times .10 = .9$). For most federal sponsors, the .9 would appear in the budget column of the proposal page indicating "academic" year.

How should the Payroll Costing Allocation be set-up?

The Labor Schedule should be set up to distribute 10% of the salary ($\$180,000 \times .10 = \$18,000 \div 12 = \$1,500/\text{month}$) to the companion cost sharing account usually coincident with the period of performance of the award.

Twelve Month Appointments (Full Time)
Percent Effort to Calendar Months

Percent Effort	Calendar Months	Percent Effort	Calendar Months	Percent Effort	Calendar Months	Percent Effort	Calendar Months	Percent Effort	Calendar Months
1%	0.1	21%	2.5	41%	4.9	61%	7.3	81%	9.7
2%	0.2	22%	2.6	42%	5.0	62%	7.4	82%	9.8
3%	0.4	23%	2.8	43%	5.2	63%	7.6	83%	10.0
4%	0.5	24%	2.9	44%	5.3	64%	7.7	84%	10.1
5%	0.6	25%	3.0	45%	5.4	65%	7.8	85%	10.2
6%	0.7	26%	3.1	46%	5.5	66%	7.9	86%	10.3
7%	0.8	27%	3.2	47%	5.6	67%	8.0	87%	10.4
8%	1.0	28%	3.4	48%	5.8	68%	8.2	88%	10.6
9%	1.1	29%	3.5	49%	5.9	69%	8.3	89%	10.7
10%	1.2	30%	3.6	50%	6.0	70%	8.4	90%	10.8
11%	1.3	31%	3.7	51%	6.1	71%	8.5	91%	10.9
12%	1.4	32%	3.8	52%	6.2	72%	8.6	92%	11.0
13%	1.6	33%	4.0	53%	6.4	73%	8.8	93%	11.2
14%	1.7	34%	4.1	54%	6.5	74%	8.9	94%	11.3
15%	1.8	35%	4.2	55%	6.6	75%	9.0	95%	11.4
16%	1.9	36%	4.3	56%	6.7	76%	9.1	96%	11.5
17%	2.0	37%	4.4	57%	6.8	77%	9.2	97%	11.6
18%	2.2	38%	4.6	58%	7.0	78%	9.4	98%	11.8
19%	2.3	39%	4.7	59%	7.1	79%	9.5	99%	11.9
20%	2.4	40%	4.8	60%	7.2	80%	9.6	100%	12

Twelve Month Appointments (Full Time)
Calendar Months to Percent Effort

Calendar Months	Percent Effort	Calendar Months	Percent Effort	Calendar Months	Percent Effort	Calendar Months	Percent Effort	Calendar Months	Percent Effort	Calendar Months	Percent Effort
0.1	1%	2.1	18%	4.1	34%	6.1	51%	8.1	68%	10.1	84%
0.2	2%	2.2	19%	4.2	35%	6.2	52%	8.2	68%	10.2	85%
0.3	3%	2.3	19%	4.3	36%	6.3	53%	8.3	69%	10.3	86%
0.4	4%	2.4	20%	4.4	37%	6.4	53%	8.4	70%	10.4	87%
0.5	4%	2.5	21%	4.5	38%	6.5	54%	8.5	71%	10.5	88%
0.6	5%	2.6	22%	4.6	39%	6.6	55%	8.6	72%	10.6	88%
0.7	6%	2.7	23%	4.7	39%	6.7	56%	8.7	73%	10.7	89%
0.8	7%	2.8	24%	4.8	40%	6.8	57%	8.8	73%	10.8	90%
0.9	8%	2.9	24%	4.9	41%	6.9	58%	8.9	74%	10.9	91%
1	9%	3	25%	5	42%	7	58%	9	75%	11	92%
1.1	9%	3.1	26%	5.1	43%	7.1	59%	9.1	76%	11.1	93%
1.2	10%	3.2	27%	5.2	44%	7.2	60%	9.2	77%	11.2	93%
1.3	11%	3.3	28%	5.3	44%	7.3	61%	9.3	78%	11.3	94%
1.4	12%	3.4	29%	5.4	45%	7.4	62%	9.4	78%	11.4	95%
1.5	13%	3.5	29%	5.5	46%	7.5	63%	9.5	79%	11.5	96%
1.6	14%	3.6	30%	5.6	47%	7.6	63%	9.6	80%	11.6	97%
1.7	14%	3.7	31%	5.7	48%	7.7	64%	9.7	81%	11.7	98%
1.8	15%	3.8	32%	5.8	49%	7.8	65%	9.8	82%	11.8	98%
1.9	16%	3.9	33%	5.9	49%	7.9	66%	9.9	83%	11.9	99%
2	17%	4	34%	6	50%	8	67%	10	83%	12	100%

% Effort = Person Months ÷ (% appointment x term of appointment)

Nine Month Appointments (Full Time)

Percent Effort to Calendar Months

Percent Effort	Calendar Months	Percent Effort	Calendar Months	Percent Effort	Calendar Months	Percent Effort	Calendar Months	Percent Effort	Calendar Months
1%	0.1	21%	1.9	41%	3.7	61%	5.5	81%	7.3
2%	0.2	22%	2.0	42%	3.8	62%	5.6	82%	7.4
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9%	0.8	29%	2.6	49%	4.4	69%	6.2	89%	8.0
10%	0.9	30%	2.7	50%	4.5	70%	6.3	90%	8.1
11%	1.0	31%	2.8	51%	4.6	71%	6.4	91%	8.2
12%	1.1	32%	2.9	52%	4.7	72%	6.5	92%	8.3
13%	1.2	33%	3.0	53%	4.8	73%	6.6	93%	8.4
14%	1.3	34%	3.1	54%	4.9	74%	6.7	94%	8.5
15%	1.4	35%	3.2	55%	5.0	75%	6.8	95%	8.6
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Nine Month Appointments (Full Time)

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0.3	3%	2.3	25%	4.3	48%	6.3	70%	8.3	92%
0.4	4%	2.4	27%	4.4	49%	6.4	71%	8.4	93%
0.5	5%	2.5	28%	4.5	50%	6.5	72%	8.5	94%
0.6	7%	2.6	29%	4.6	51%	6.6	73%	8.6	95%
0.7	8%	2.7	30%	4.7	52%	6.7	74%	8.7	97%
0.8	9%	2.8	31%	4.8	53%	6.8	75%	8.8	98%
0.9	10%	2.9	32%	4.9	54%	6.9	77%	8.9	99%
1	11%	3	33%	5	55%	7	78%	9	100%
1.1	12%	3.1	34%	5.1	57%	7.1	79%		
1.2	13%	3.2	35%	5.2	58%	7.2	80%		
1.3	14%	3.3	37%	5.3	59%	7.3	81%		
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1.8	20%	3.8	42%	5.8	64%	7.8	87%		
1.9	21%	3.9	43%	5.9	65%	7.9	88%		
2	22%	4	44%	6	67%	8	89%		

% Effort = Person Months ÷ (% appointment x term of appointment)

Related Information/Tool

[Policy 1306](#): Cost Sharing on Sponsored Projects

[Policy 1316](#): Effort Commitments: Managing Effort Associated with Sponsored Projects

[Policy 1315](#): Effort Reporting: Certifying Effort on Sponsored Projects

[NIH Interactive Tool](#)

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